

LSEG Workspace | Teams

User Guide

Contents

About this document	2
In this guide	2
Intended readership.....	2
Further information	2
Overview	3
LSEG Workspace for Teams.....	3
Open Directory	4
Features overview.....	5
Discover Workspace.....	5
Open Directory	5
Sharing between Workspace and Teams	5
Installing LSEG Workspace for Teams	6
Adding LSEG Workspace for Teams to Microsoft Teams.....	6
Accessing Workspace for Teams features	9
Discovery using the native Teams search.....	9
Searching for equity and bond content.....	9
Searching for internal and external professionals in the directory.....	9
Accessing Reuters Top News	10
Discovering Reuters Top News in the homepage.....	10
Discovering Reuters Top News in the chat interfaces	10
Creating company reports in Teams.....	12
Creating company reports from the homepage	12
Creating company reports in the chat interfaces	13
Accessing and sharing Workspace links and applications	14
Accessing and sharing Workspace links.....	14
Sharing Workspace applications to Teams	14
Discovering and connecting with financial professionals.....	15
Discovering professionals in the directory	15
Chatting and collaborating with professionals in the directory	16
Growing your financial network through favourites and groups.....	17
Adding users to your directory favourites list.....	17
Deleting users from your directory favourites list	17
Creating a group and adding favourites	18
Sending blast messages	20
Managing your profile.....	21
Editing your Microsoft or LSEG profile.....	21

About this document

This document describes the main features of LSEG Workspace for Teams, which offers an immersive LSEG Workspace experience in Microsoft Teams, enabling the discovery of people and content.

In this guide

The purpose of this document is to inform users about the main features of LSEG Workspace for Teams, including how to access and utilise these features in order to get the most out of the product.

Intended readership

LSEG Workspace users using the LSEG Workspace application on Microsoft Teams.

Further information

To:

- Request product assistance, contact [Support](#).
- Access other LSEG Workspace technical content, see the [Workspace technical documentation site](#).
- Provide feedback on Workspace technical content, contact DocFeedback@lseg.com.

Overview

This section provides a general overview of:

- The [LSEG Workspace for Teams app](#), and
- [Open Directory](#)

LSEG Workspace for Teams

LSEG provides a comprehensive Workspace for Teams experience, allowing users to:

- Discover financial content
- Interop seamlessly back to Workspace
- Share Workspace content
- Discover and collaborate with their community in Microsoft Teams

✦ Access to data and features in the app will be driven by user's LSEG entitlements.

The screenshot displays the LSEG Workspace for Teams app interface. At the top, there's a navigation bar with 'LSEG Workspace', 'Home', 'Chat', 'Open Directory', and 'Directory profile'. Below this, a 'Welcome to LSEG Workspace BETA' message is shown. Three main action cards are present: 'Chat with LSEG Workspace' (with a 'Chat now' button), 'Connect with Open Directory' (with a 'Discover contacts' button), and 'Create a company report' (with a 'Choose company' button). Below these cards, there are two data sections: 'Global markets' and 'Upcoming economic releases'.

Global markets

Name	2 Days	Last	Pct.Chng	Net.Chng
Access to .SPX is denied	--	--	--	--
Access to .DJI is denied	--	--	--	--
NASDAQ 100		24,659.66	0.64 %	155.81
Access to .VIX is denied	--	--	--	--
S&P/TSX COMP I		29,911.66	0.51 %	150.38
FTSE 100 INDEX		9,315.43	0.33 %	30.60
XETRA DAX PF		23,780.46	0.17 %	40.99

[View more in LSEG Workspace](#)

Upcoming economic releases

Local date	Local time	Indicator name	Actual
September 26	10:00	Unemp Class-A SA *	3021.8
September 29	05:00	Leading Indicator Revised*	1.1
September 29	09:00	Consumer Confid. Final *	-14.9
September 29	10:30	Industrial Output YY*	4.0
September 29	11:00	IGP-M Inflation Index*	0.42
September 29	11:00	Bank NPL Ratio*	2.22
September 29	23:00	Retail Sales MM	--
September 29	23:50	Industrial O/P Prelim MM SA	--
September 29	23:50	Large Scale Retail Sales YY*	--

Top News

- US Democrats, Trump set to face off in budget battle that could trigger governme...
- Trump touts peace plan ahead of Netanyahu talks as Israeli tanks surge forward in Gaza

Global market news

UPDATE 6-Oil prices drop 2% on expected global supply growth
BTRIS - 7 hours ago

The application provides Workspace users with immediate access to an additional workflow tool that combines the best of LSEG's innovation and partnership with MSFT with their existing Workspace license.

Open Directory

Open Directory, accessible through the LSEG Workspace for Teams app, provides bilateral chat and collaboration for all financial services professionals.

Today, LSEG Workspace users can choose solution providers based on criteria such as quality of financial data and user experience. However, they are constrained in these choices by closed chat networks that are integrated into their workflow solutions.

The screenshot shows the LSEG Workspace Open Directory interface within a Microsoft Teams window. The interface includes a search bar at the top, a sidebar with navigation options, and a main content area displaying a list of professionals.

Open Directory members (940)

Seamlessly connect with professionals across the financial industry, share content, and exchange ideas, all within a trusted LSEG community on Microsoft teams.

What you can do:

- Search for financial professionals
- Add to 'My favourites' and organise into groups
- Chat externally with clients and peers
- Share LSEG data and analytics
- Send time-saving blast messages

Name	Company	Role
AA Aponting, Alexander	LA Lend Lease External	Head of Workplace Technology
SD Sander Sander	E ERM, GLOBAL SERVICES S.A. External	GECM DEMAND & ADOPTION
IC Isaac Corde	TL Tradeweb Markets Ltd. External	Trader
SA William Attridge	R Refinitiv External	Wealth Relationship Manager / Advisor
TR Thomas Ruckliff	TL Tradeweb Markets Ltd. External	Broker
BS Ben Scotland	R Refinitiv External	Trader
GT Sam Tongard	R Refinitiv External	Developer
CD Christopher Davis	TL Tradeweb Markets Ltd. External	Corporate Development / Strategic Planning
ES Edward Smithgall	R Refinitiv External	Trader
SW Sam Wong	R Refinitiv External	Senior Product Manager
AT Andrew Tounart	R Refinitiv External	Trader
JK James King, Michael	R Refinitiv	Director, Desktop Trading Applications
TT Thomas, Thomas	R Refinitiv	Senior Software Engineer

With LSEG Open Directory, users can discover, chat and collaborate with other financial services professionals over Microsoft Teams, enabling cross-firm workflows.

Features overview

This section provides detail on the features provided by:

- [Discover Workspace](#), and
- [Open Directory](#)

Discover Workspace

Discover Workspace includes:

- Equities and Bonds (within the native Teams search)
- Reuters Top News (in the homepage and chat interfaces)
- Workflows for public and private companies (in the homepage and chat interfaces)
- Links to Workspace apps

Open Directory

Open Directory provides users with the ability to:

- [Discover internal and external professionals in the Open Directory and Native Teams search](#)
- [Chat to users from the Directory via the native Teams chat](#)
- [Add users to their Directory contacts list](#)
- [Create groups](#)
- [Send blast messages](#)
- [Customise their LSEG Workspace for Teams profile via Microsoft account or LSEG account](#)
- [Edit their profile](#)

Sharing between Workspace and Teams

LSEG Workspace for Teams with Open Directory provides the ability to share Workspace apps with Microsoft Teams users; furthermore, additional apps can be requested through Teams.

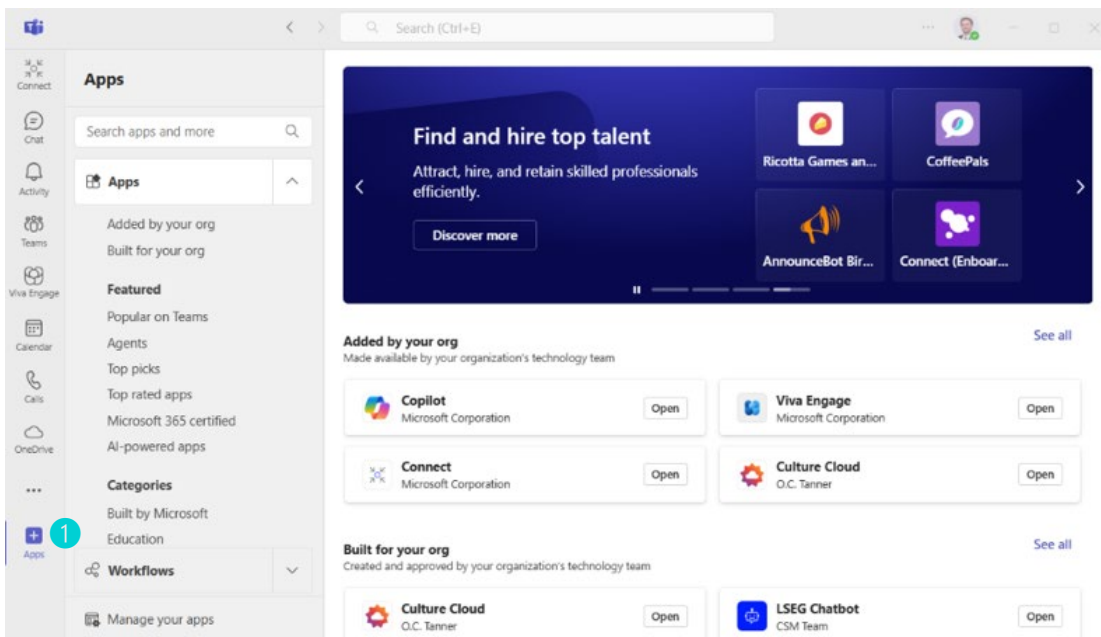
Installing LSEG Workspace for Teams

To enhance productivity and streamline your workflow, after you have been appropriately permissioned you can add the Workspace for Teams application to your Microsoft Teams environment.

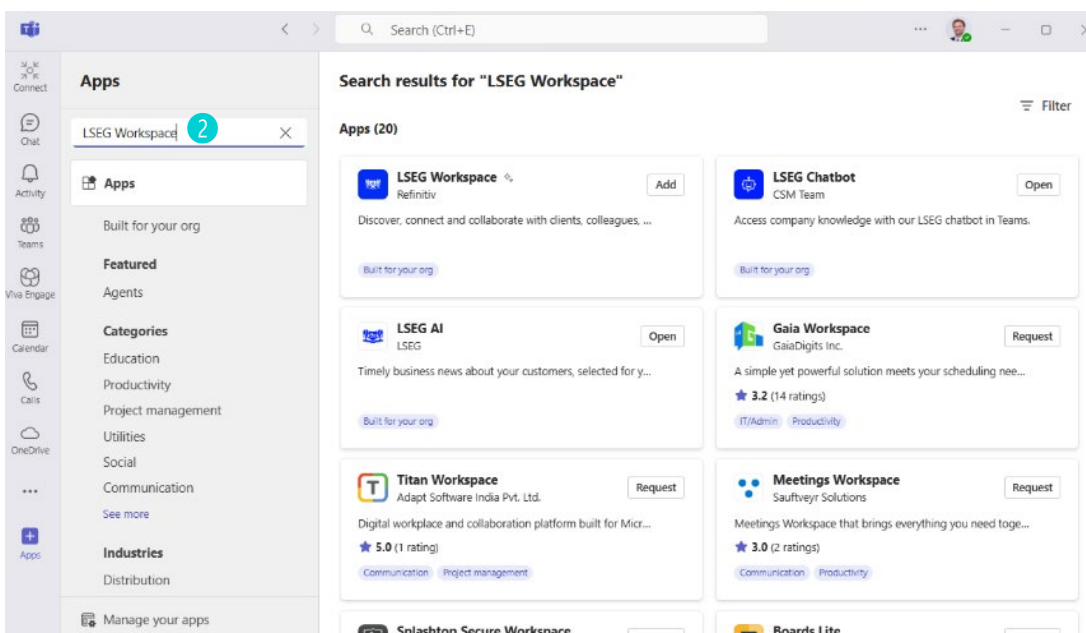
Adding LSEG Workspace for Teams to Microsoft Teams

To add LSEG Workspace for Teams to Microsoft Teams:

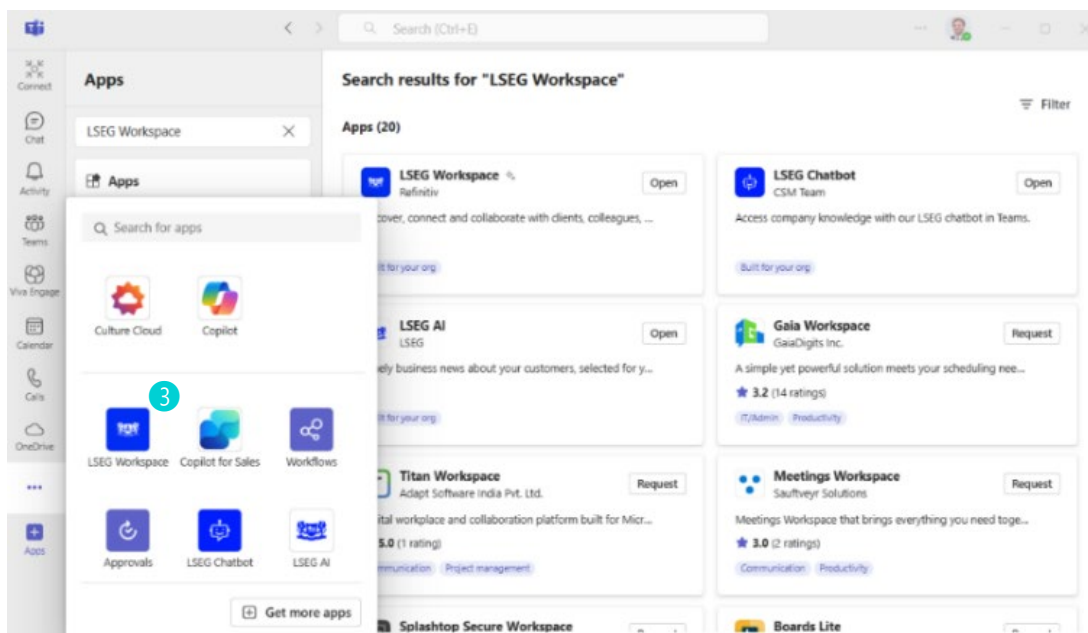
1. Launch Microsoft Teams application on your device.
2. Click the **Apps** icon 1 in the bottom left-hand side of the screen.



3. In the search bar on the left, type 'LSEG Workspace' 2.

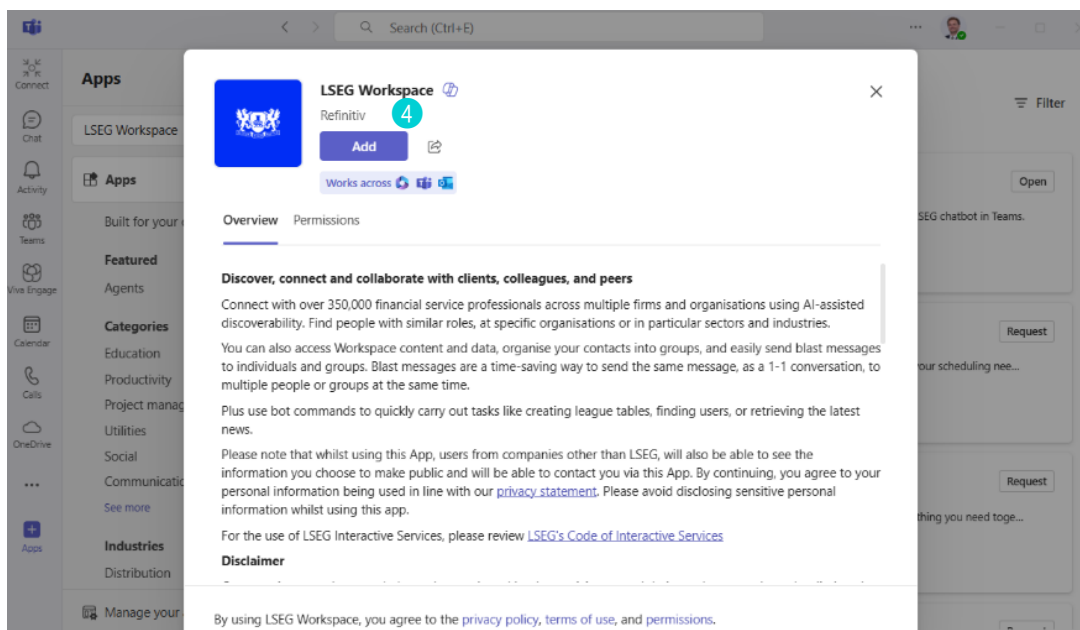


4. From the search results, find the LSEG Workspace application ³ and click **Add**.



A detailed overview of the application and its permissions will be displayed.

5. Review and click the **Add** button ⁴ again to proceed.

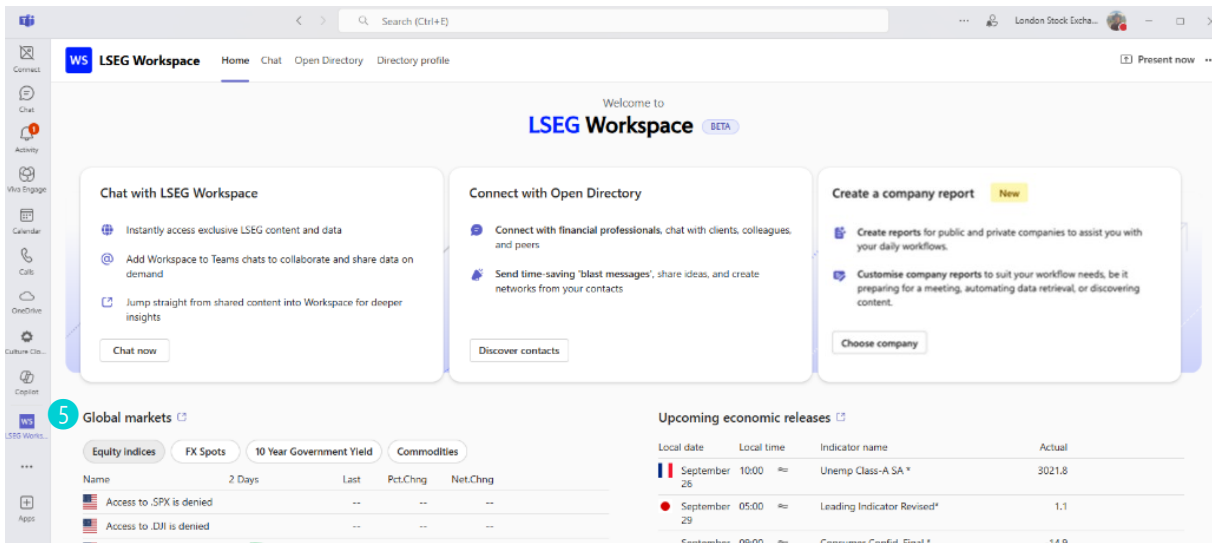


A message will appear confirming that the application has been added successfully.

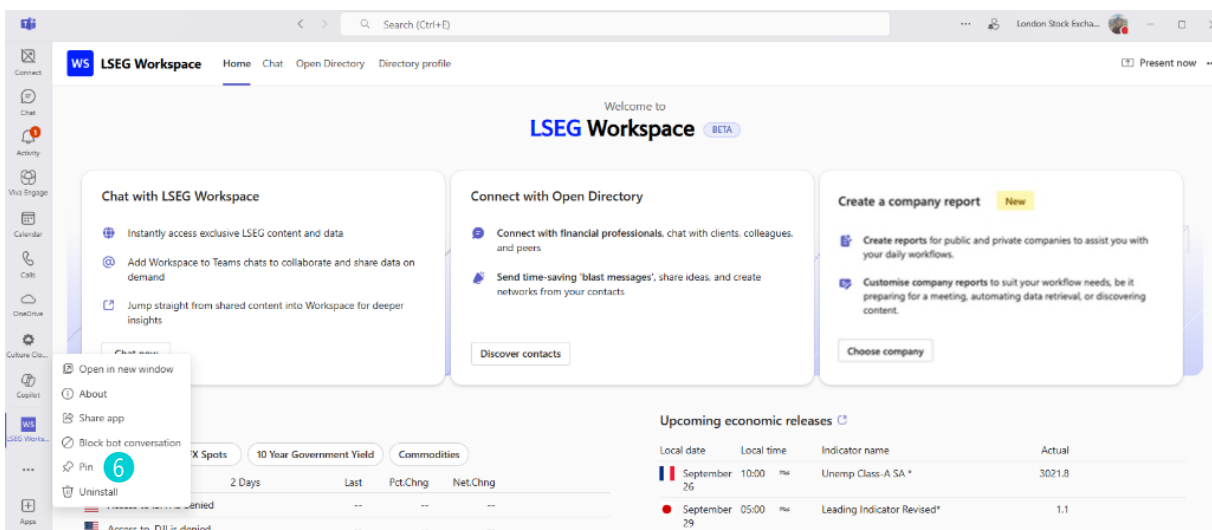
6. Close the window.
7. Click the menu above the Apps section and select **View more apps**.

8. Click the LSEG Workspace application.

The LSEG Workspace for Teams app will open within your Microsoft Teams application, and the LSEG Workspace logo **5** will also appear in the left-hand panel.



9. Right-click the LSEG Workspace logo and select **Pin** **6** to add it to your side panel for easy access.



Accessing Workspace for Teams features

This section describes how to access LSEG Workspace features on Microsoft Teams.

Discovery using the native Teams search

This section describes how you:

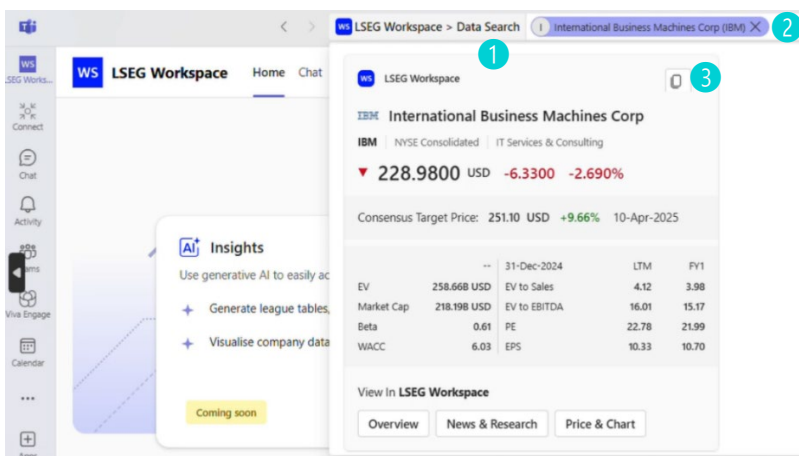
- [Search for equity and bond content](#)
- [Search for internal and external professionals in the directory](#)

Searching for equity and bond content

To discover entities and bonds content in the native Teams search:

1. Type '/LSEG Workspace' in the Teams search bar.
2. Select **LSEG Workspace** from the drop-down list.
3. Select **Data Search** ¹ from the drop-down list.
4. Search for any equity or bond, as you like ².

✦ You can also share this content with a colleague by clicking the **Copy** button ³ and pasting it into a Microsoft Teams chat.

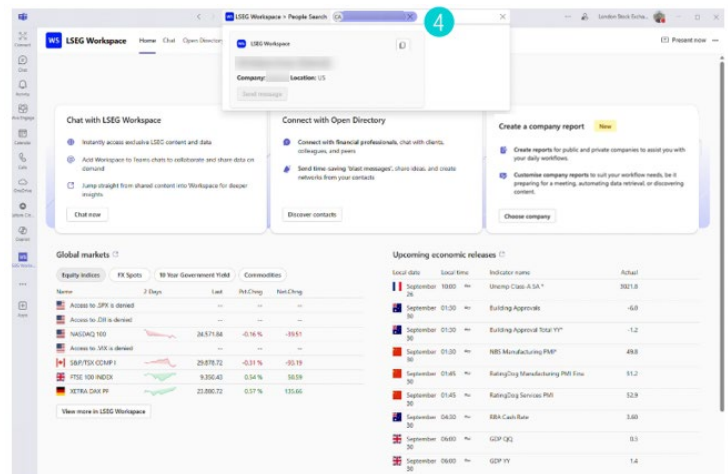


Searching for internal and external professionals in the directory

To discover internal and external professionals in the Directory through the native Teams search:

1. Type '/LSEG Workspace' in the Teams search bar.
2. Select **LSEG Workspace** from the drop-down list.
3. Select **People Search** from the drop-down list.
4. Search for any user, as you like ⁴.

✦ You can watch a video of this procedure [here](#).



Accessing Reuters Top News

This section describes how you:

- [Discover Reuters Top News in the homepage](#)
- [Discover Reuters Top News in the chat interfaces](#)

Discovering Reuters Top News in the homepage

To discover Reuters Top News in the homepage:

1. Add or open the application, then click the **Home** 1 tab.
2. Scroll to the **Top News** 2 section.

The screenshot shows the LSEG Workspace homepage. The 'Home' tab is selected, indicated by a red circle with the number 1. The 'Top News' section is highlighted with a red circle and the number 2. It displays several news items with headlines, images, and timestamps. For example, 'US government barrels toward shutdown with no funding deal in...' and 'Trump announces Pfizer price cuts as White House presses drugmakers'. The 'Global markets' section is also visible, showing various market indices and their performance over the last 2 days.

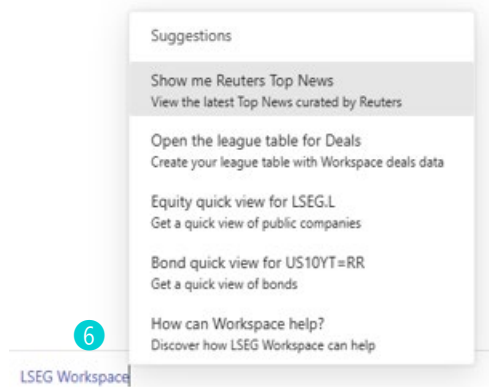
Discovering Reuters Top News in the chat interfaces

To discover Reuters Top News in the chat interfaces:

1. Navigate to the **Chat** tab 3.
2. Click **View prompts** 4.
3. Select **Show me Reuters Top News** 5.

The screenshot shows the LSEG Workspace chat interface. The 'Chat' tab is selected, indicated by a red circle with the number 3. A chat window titled 'Reuters Top News - Front Page' is open, displaying a list of news items with headlines, images, and timestamps. A prompt suggestion box is visible on the right side of the chat window, titled 'Prompt Suggestions from LSEG Workspace'. It lists several prompts, including 'Show me Reuters Top News', 'Open the league table for Deals', 'Equity quick view for LSEG.L', 'Bond quick view for US10YT=RR', and 'How can Workspace help?'. The 'Show me Reuters Top News' prompt is highlighted with a red circle and the number 5. A red circle with the number 4 points to the 'View prompts' button at the bottom of the chat window.

✦ To add Reuters Top News to a pre-existing chat with another user, add Workspace by typing '@LSEG Workspace' ⁶.



Creating company reports in Teams

This section describes how you:

- [Create company reports from the homepage](#)
- [Create company reports in the chat interfaces](#)

Creating company reports from the homepage

To start creating company reports from the homepage:

1. Add or open the application, then click the **Home** 1 tab.
2. Click on **Choose company** 2 in the top section.

The screenshot shows the LSEG Workspace (PPE) homepage. The top navigation bar includes 'Chat', 'Home' (highlighted with a red circle and the number 1), 'Open Directory', 'Directory profile', and 'About'. The main content area is divided into three sections: 'Chat with LSEG Workspace', 'Connect with Open Directory', and 'Create a company report'. The 'Create a company report' section has a 'New' button and a 'Choose company' button (highlighted with a red circle and the number 2). Below these sections are 'Global markets' and 'Upcoming economic releases'.

Global markets

Name	2 Days	Last	Pct.Chng	Net.Chng
S&P 500 INDEX		6,685.62	-0.04 %	-2.84
Access to .DJI is denied	--	--	--	--
Access to .NDX is denied	--	--	--	--
MKT VOLTLTY NDX		16.34	0.37 %	0.06
S&P/TSX COMP IDX		30,145.86	0.41 %	123.05
FTSE 100 INDEX		9,444.02	1.00 %	93.59
XETRA DAX PF		24,107.52	0.95 %	226.80

[View more in LSEG Workspace](#)

Upcoming economic releases

Local date	Local time	Indicator name	Actual
September 26	10:00	Unemp Class-A SA *	3021.8
October 1	00:30	S&P Global PMI	50.4
October 1	00:30	S&P Global Mfg PMI Final SA	48.5
October 1	00:30	S&P Global Mfg PMI	50.7
October 1	02:00	Inflation YY*	2.65
October 1	04:30	Cash Reserve Ratio*	4.00
October 1	04:30	Marginal Stdfc Rte *	5.75
October 1	04:30	Repo Rate*	5.50
October 1	04:30	Reverse Repo Rate*	3.35

Global market news

Neural Dispatch: AI's shabby week, featuring Meta, OpenAI and dreams of replacing your doctor

Creating company reports in the chat interfaces

To start creating a report in the chat interface:

1. Navigate to the **Chat** tab 1.
2. Type a request to start creating a report for any private or public company in the Chat bar 2, for example, 'report for <company name>' to create a report.

The screenshot shows the LSEG Workspace (Internal) chat interface. At the top, there's a navigation bar with tabs: Home, Chat (selected), Open Directory, and Directory profile. Below the navigation bar, the chat area shows a message from 'LSEG Workspace (Internal)' at 09:24. The message content is a report card for 'Moduline Group PLC - Company report'. The card includes the company name, location (United Kingdom), and industry (Wireless Telecommunications Services). It states: 'Based on your request, I've created a report for Moduline Group PLC. It's now ready to review.' There is a 'View report' button. Below the button, a text box says: 'Create fully custom company reports tailored to your workflow.' At the bottom right of the card, it says 'Data by LSEG'. Below the card, there's a follow-up message: 'I have prepared the report for Moduline. Please check the updated chat for details.' At the bottom of the chat window, there's a 'Type a message' input field and a 'View prompts' button.

3. Click **View Report** 3 to view and customise the report.

This screenshot shows a report card for 'London Stock Exchange Group PLC - Company report'. The card includes the company name, location (United Kingdom), and industry (Financial & Commodity Market Operators & Service Providers). It states: 'Based on your request, I've created a report for London Stock Exchange Group PLC. It's now ready to review.' There is a 'View report' button with a 3 next to it. Below the button, a text box says: 'Create fully custom company reports tailored to your workflow.' At the bottom right of the card, it says 'Data by LSEG'.

Accessing and sharing Workspace links and applications

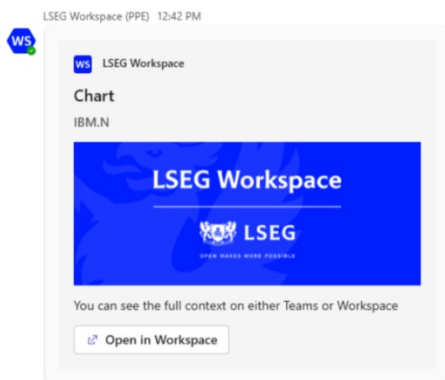
This section describes how to:

- [Access and share Workspace links](#)
- [Share Workspace applications to Teams](#)

Accessing and sharing Workspace links

To access or share Workspace links, type 'RIC <space> App short code' into:

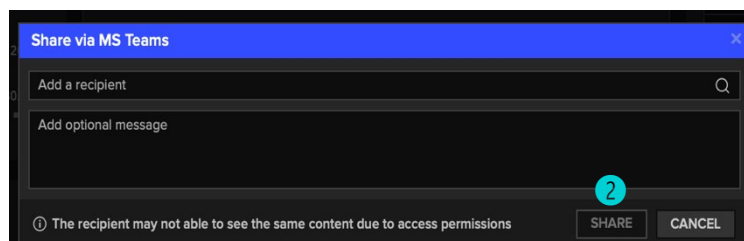
- The Workspace app chat, or
- A pre-existing chat with another user (after adding Workspace by typing '@LSEG Workspace').



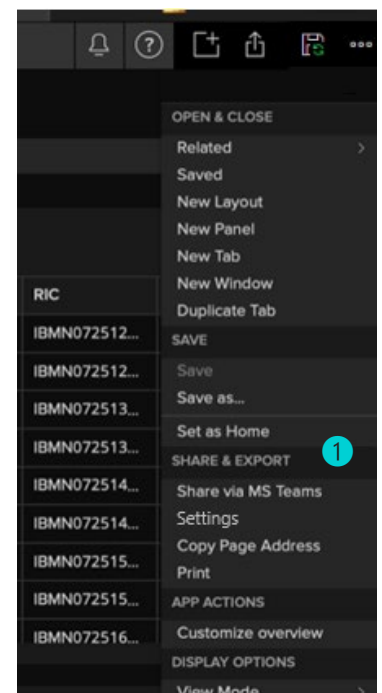
Sharing Workspace applications to Teams

To share applications with 'deep links' (in other words, sharing the specific location and/or application, rather than simply a 'parent' URL) from Workspace to Teams:

1. Open Workspace and navigate to the application you want to share.
2. Right-click the app or click the App menu at the top right-hand corner.
3. Select **Share via MS Teams** in the SHARE & EXPORT section 1.
4. If prompted by a pop-up window, log in to your MSFT Teams account.
5. Search for and select the Teams recipient(s) or group in the pop-up module below.



6. Add your message and click **SHARE** 2.



Discovering and connecting with financial professionals

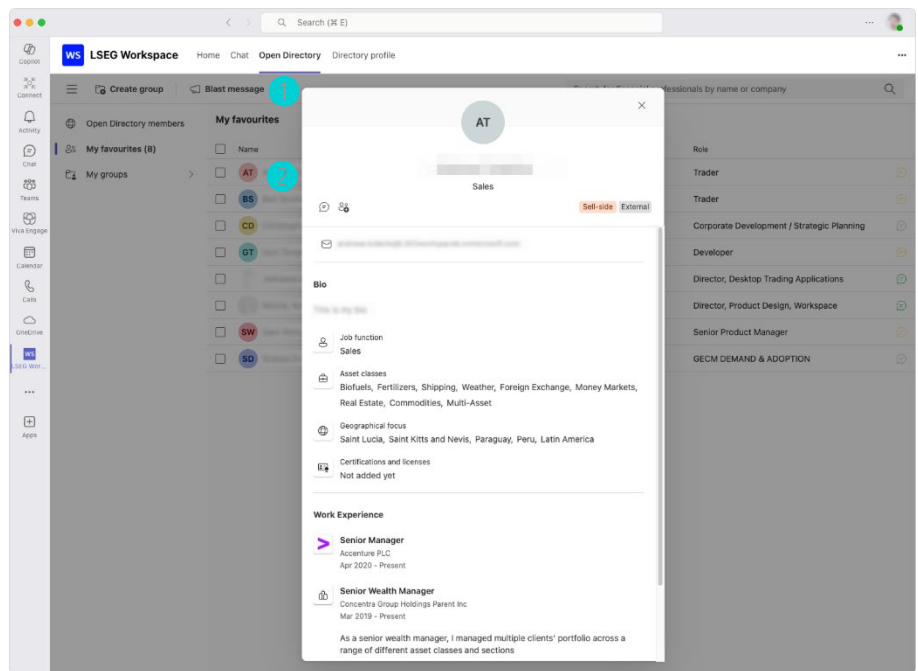
This section describes how you:

- [Discover professionals in the directory](#)
- [Chat and collaborate with professionals in the directory](#)

Discovering professionals in the directory

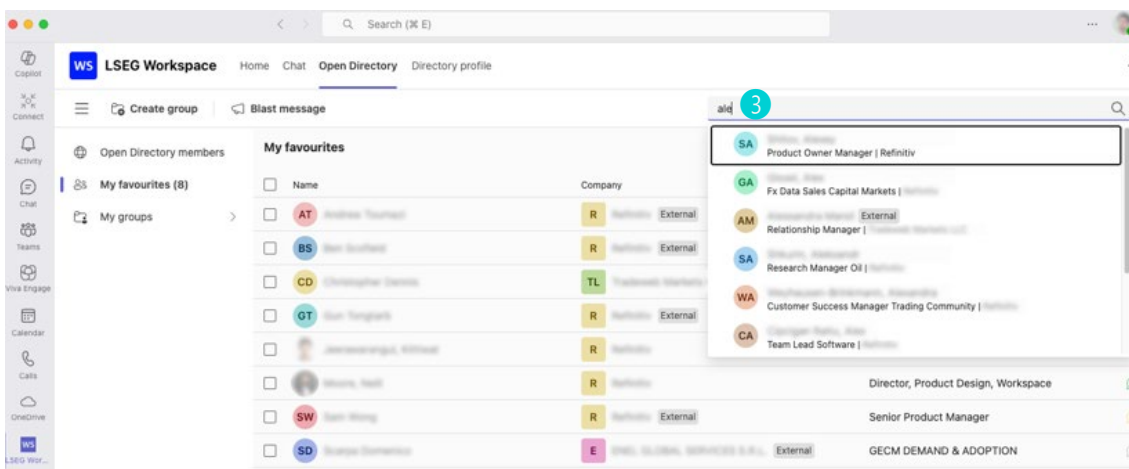
To discover professionals in the directory:

1. Click the Open Directory tab 1.
2. Click any user to view their profile 2.



To search for professionals in Workspace for Teams Open Directory:

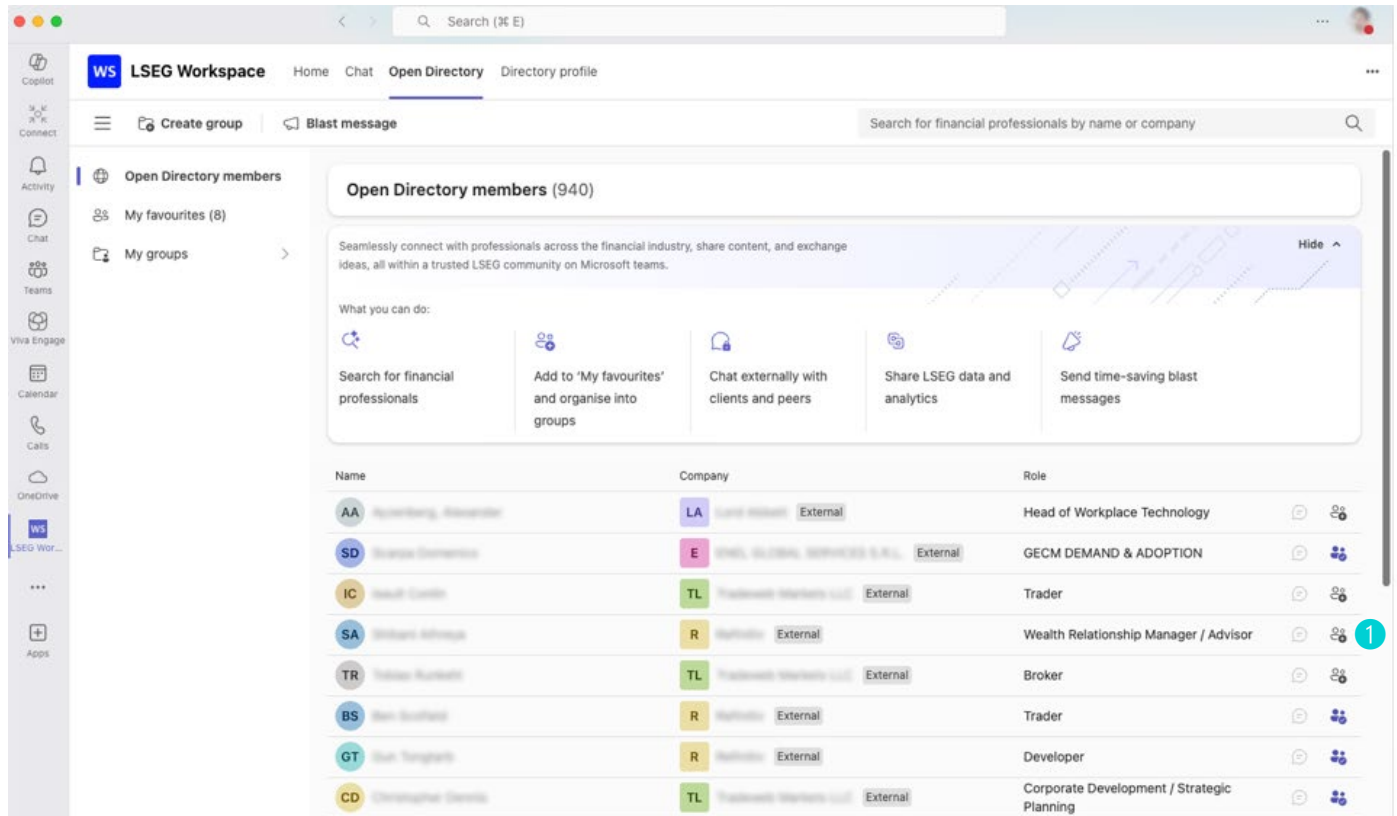
1. Navigate to the search bar in the LSEG Workspace Open Directory tab 3.
2. Type in the name of the user you are searching for.



Chatting and collaborating with professionals in the directory

To chat and collaborate with professionals in the directory:

1. Locate the user you would like to contact.
2. Click the **Chat** icon **1** on the user's card to start a chat in the native Teams Chat.



Open Directory members (940)

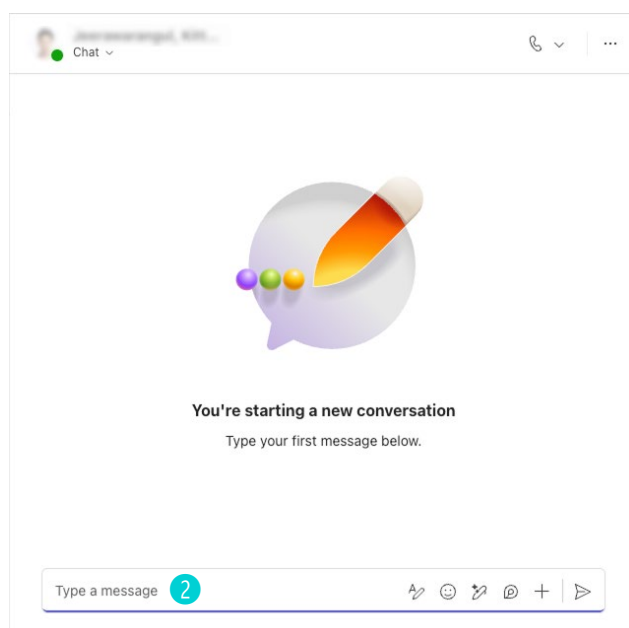
Seamlessly connect with professionals across the financial industry, share content, and exchange ideas, all within a trusted LSEG community on Microsoft teams.

What you can do:

- Search for financial professionals
- Add to 'My favourites' and organise into groups
- Chat externally with clients and peers
- Share LSEG data and analytics
- Send time-saving blast messages

Name	Company	Role
AA Appling, Alexander	LA Lend Lease External	Head of Workplace Technology
SD Sander Sander	E ERM External	GEOM DEMAND & ADOPTION
IC Isaac Isaac	TL TradeWise Markets Ltd External	Trader
SA William Alford	R RBC External	Wealth Relationship Manager / Advisor
TR Tobias Ruckert	TL TradeWise Markets Ltd External	Broker
BS Ben Southard	R RBC External	Trader
GT Ben Thompson	R RBC External	Developer
CD Christopher Cawley	TL TradeWise Markets Ltd External	Corporate Development / Strategic Planning

3. Type your message into the resulting chat window **2**.



Chat

You're starting a new conversation

Type your first message below.

Type a message **2**

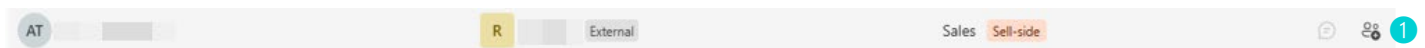
Growing your financial network through favourites and groups

Adding users to your directory favourites list

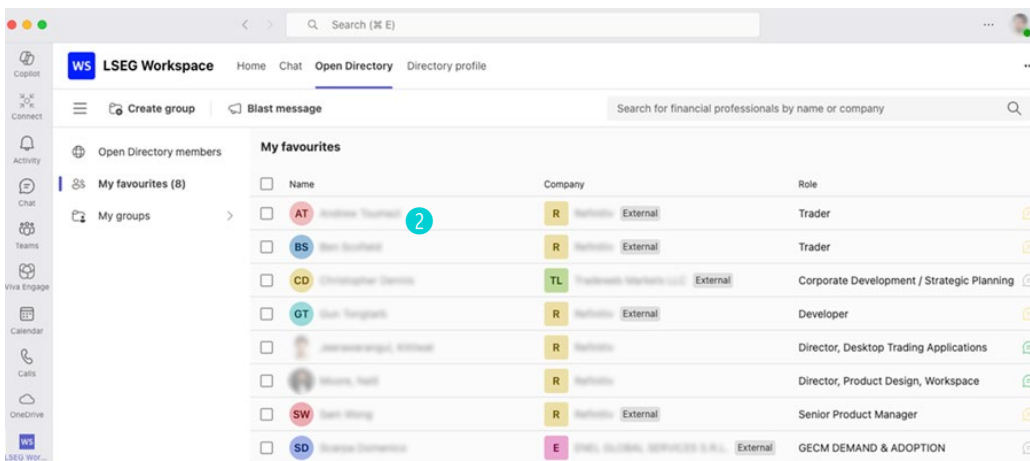
✦ Note that this procedure only adds them to your directory favourites. It does not guarantee that you are connected. External users must still accept your connection / message to enable this connection.

To add a user to your directory favourites list:

1. Find the user you would like to add to your list.
2. Click the **Add to your favourites** 1 button.



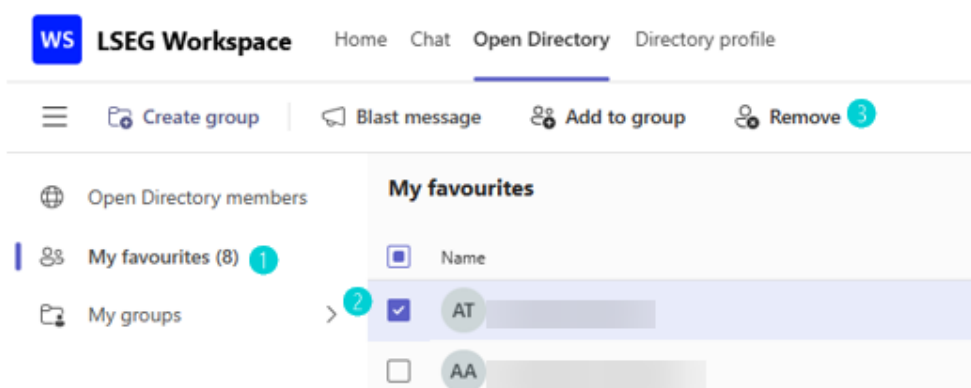
3. After they have been added, that user will appear in your **My favourites** list in the left-hand menu 2.



Deleting users from your directory favourites list

To delete a user from your directory contacts list:

1. From the left-hand menu in Open Directory tab, click the **My favourites** button 1.
2. Select the user's name 2.
3. Click **Remove** 3.

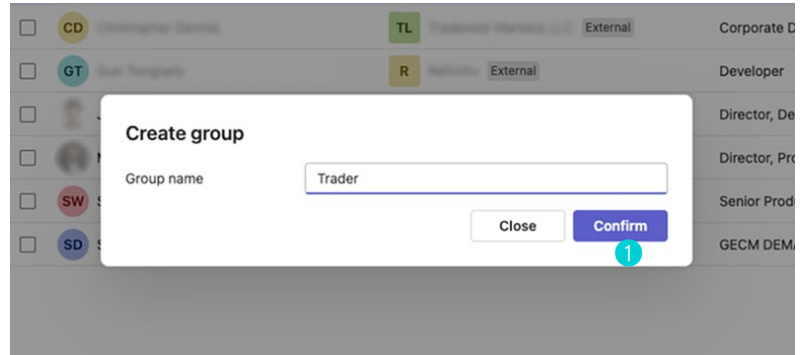


Creating a group and adding favourites

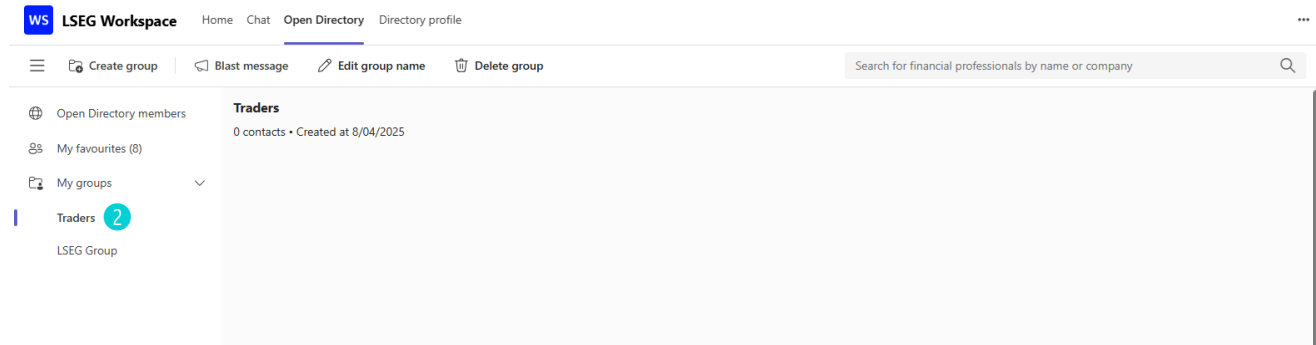
Creating a group

To create a group:

1. In the **Open Directory** tab in LSEG Workspace, click **Create Group**.
2. Type a group name, and click **Confirm** ¹.



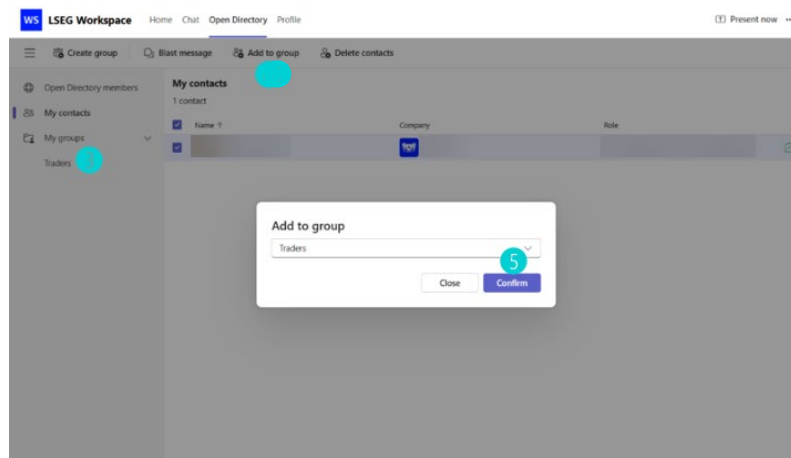
Your new group will appear in the **My Groups** tab in the left-hand menu ².



Adding favourites to a group

To add favourites to a group:

1. Navigate to **My favourites** ³ in the left panel.
2. Select the person that you want to add to a group.
3. Click **Add to group** ⁴ in the top bar.
4. Select the group from the dropdown list and click **Confirm** ⁵.

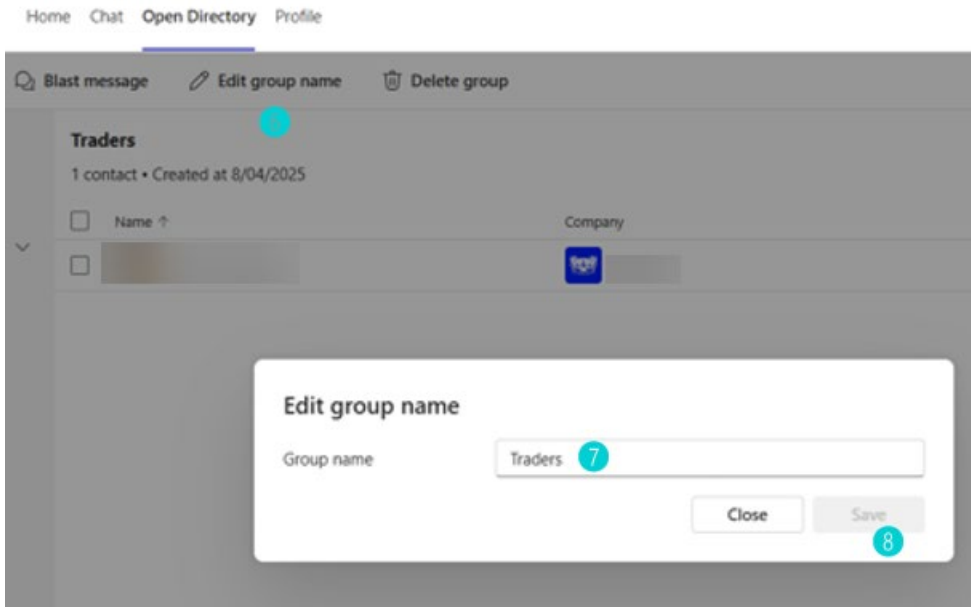


✦ Only existing favourites can be added, and only to existing groups.

Editing group names

To edit a group name:

1. Navigate to the group you would like to edit.
2. Click **Edit group name** ⑥ in the top bar.
3. Type the new name that you would like to call this group ⑦.

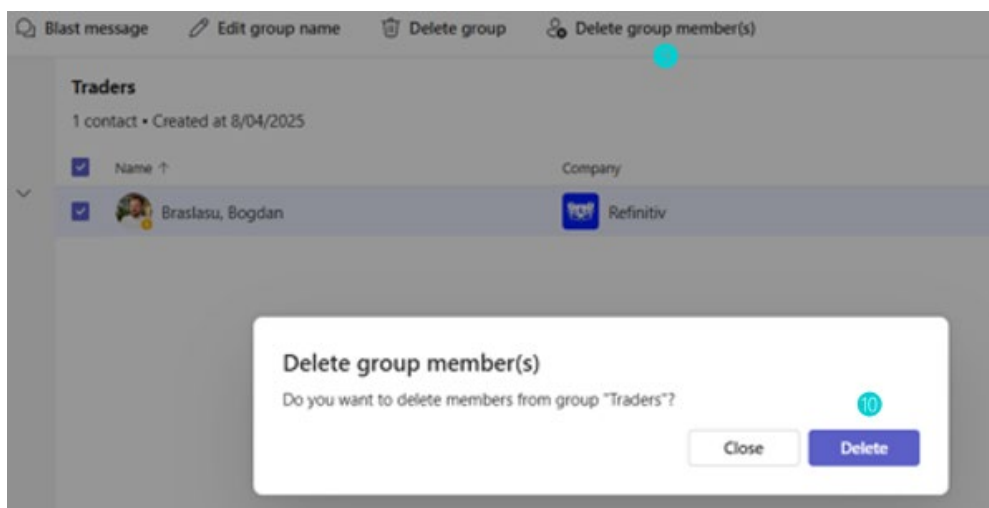


4. Click **Save** ⑧.

Removing users from a group

To remove a user from a group:

1. Select the name of the user in your group you would like to remove.
2. Click **Delete group members** ⑨ in the top bar.
3. Confirm the deletion by clicking **Delete** ⑩.



Sending blast messages

Blast messages are messages that will be available in users' native Teams chat.

To send a blast message:

1. In the **Open Directory** tab in LSEG Workspace for Teams, enter the **Name of the Blast** ❶, that being, the subject of your blast message.
2. Select the users (from your favourites) or groups ❷ to whom you want to send your blast message.
3. Add the blast text that you would like to send ❸.
4. Click **Send** ❹.

The screenshot shows the 'New blast message' dialog box. The background is a 'My favourites' list with columns for Name, Company, and Role. The dialog box has the following elements:

- Name of the Blast:** A text input field with the placeholder 'Enter subject' and a red ❶.
- My favourites:** A section with a selected item 'Microsoft, West' (marked with a red ❷) and a dropdown menu with the placeholder 'Enter a recipient or group name'.
- Blast message:** A rich text editor area with a red ❸. The toolbar includes bold (B), italic (I), underline (U), strikethrough (ABC), text color (A*), background color (A*), link (To), unlink, bulleted list, numbered list, indent, outdent, table, link icon, and unlink icon.
- Buttons:** 'Cancel' and 'Send' (marked with a red ❹) buttons at the bottom right.

Managing your profile

Editing your Microsoft or LSEG profile

To select the profile that you want to edit:

1. Click the **Profile** tab in LSEG Workspace for Teams and click the edit / pen icon in the top-most profile section.
2. Select your Microsoft or Workspace profile and click **Save** ¹.

Edit profile

☒ Microsoft profile ☐ LSEG Workspace profile AG

Bio

Senior Visual Designer

Location

London & Canada Region

Email address

lseg@lseg.com

Phone number

Not added yet

Work phone number

Not added yet

Cancel **Save** ¹

To customise your profile:

1. Navigate to the Profile tab on LSEG Workspace for Teams.
2. Click the edit / pen icon in the section you want to customise. In the example here, the section is 'Add work experience'.
3. Add your details and click **Save** ².

Add work experience

Job title

Product Manager

Company

London Stock Exchange Group PLC

Country

United States

City

New York City

☒ Currently working in this role

Start date

Month Year

End date

Month Year

Description (optional)

Type here

Cancel **Save** ²

© 2025 LSEG. Reproduction or redistribution of LSEG content, including by framing or similar means, is prohibited without the prior written consent of LSEG. LSEG is not liable for any errors or delays in LSEG content, or for any actions taken in reliance on such content. LSEG Data & Analytics logo is a trademark of LSEG and its affiliated companies.

lseg.com